RAGTIME™

Integrated Page Processing

Demonstration Package

Desktop Publishing • Forms Generation
Word Processing • Spreadsheet
Graphics Management

For The Macintosh

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This demonstration package was created with RAGTIME

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I. Introduction

This demonstration package comes with a single 400K disk containing the RAGTIME program and samples. The disk allows you to work directly with the RAGTIME program on the Apple Macintosh™ 512K or Macintosh Plus. All program features are functional except for saving and printing.* If necessary, please refer to the *Macintosh* owner's guide for a basic understanding of Macintosh terms, phrases and operations.

The scope of this booklet is not to discuss RAGTIME's many options in detail. Instead, it is intended to illustrate two of the program's most important advantages: ease of use and increased productivity.

RAGTIME is an integrated package that permits you to switch from page layout to word processor to spreadsheet to graphics management to forms generation ... merely by clicking the mouse. Nothing could be simpler to operate, providing all the necessary tools for creating professional documents and presentations.

Ease of use leads to increased productivity. The tutorial in this package lets you see for yourself the far-reaching possibilities of an integrated program. With five functions all rolled into one, users spend less time "co-ordinating" their documents and more time creating. This means that newsletters, brochures, flyers, manuals and any kind of professional presentation can all be generated from one source. Quickly and efficiently.

No other program offers the power of RAGTIME for creating documents of professional quality with minimal effort. Never is time lost switching to other programs to get word processing, spreadsheet, or page layout capabilities. With RAGTIME, one click puts you instantly where you want to be, doing whatever you want to do.

*NOTE. No documents may be saved or printed with the RAGTIME demonstration disk.

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II. Product Description

RAGTIME is a set of tools neatly integrated into a single software package that provides for ease of use as it increases productivity. Since RAGTIME is an integrated package, these tools always work together smoothly and efficiently:

- Desktop publishing
- Spreadsheet
- Pictures (Graphics Management)
- Word Processing
- Forms Generation

This unique combination simplifies the creation of documents such as newsletters, proposals, advertising, reports, or even a single letter. Any written document that requires a professional look or presentation can be prepared by RAGTIME.

Desktop Publishing

RAGTIME introduces many innovative ideas. But the most impressive is how it handles desktop publishing. Desktop publishing is the ability to layout and paste up graphics, text, and numbers directly on the Macintosh screen just as they will appear when printed. RAGTIME makes this easy through the use of "frames"

"Frames" are the basic page layout building blocks used in RAGTIME. Each frame may contain text, picture, or spreadsheet information. Page layout is done by positioning the frames on the screen according to your needs. A letter could be considered a single frame on one page; a complex IRS form might contain many frames on a page. You can fill in the frames either as you work or later on, after you have had a chance to look over the finished format.

Word Processing

RAGTIME is the first desktop publishing software that includes a fully featured word processor as a powerful integrated part of the software. This not only eliminates the need to purchase an additional piece of word processing software, but allows you to create copy right on the page as it will appear. Of course, you can change this copy as you work by either moving the frames or by using any one of RAGTIME's many editing features.

Spreadsheet

RAGTIME's powerful spreadsheet can be used in two modes: open sheet or closed. The open sheet gives you a full 253 by 253 cell spreadsheet with which to perform a wide range of tabular, business and scientific calculations. The closed sheet allows you to present a portion of the spreadsheet within a frame as part of a document page such as an invoice, table, or financial report. RAGTIME also provides the unique features of linking any number of spreadsheets as well as mixing fonts, styles and sizes within the spreadsheet on a cell by cell basis.

Forms Generation

The forms feature allows you to create any report, newsletter, or master page and then save it for future use. The layout is preserved so that it can be used over and over again. For convenience, you can create multiple page forms from which any single page can be called up to suit your needs. The RAGTIME form feature acts just like a pad of forms where you can "tear off" one sheet at a time. A few examples of forms would include: memos, letterhead, monthly financial reports, proposals and bid responses. Form pages may be used in any combination in a document and you can place them in any order.

Pictures (Graphics Management)

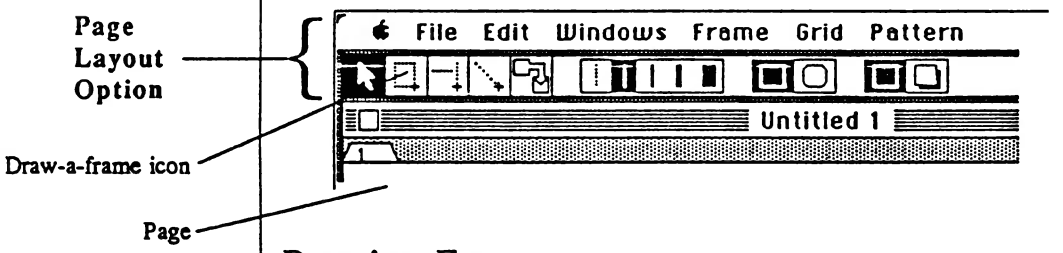
RAGTIME can import graphics directly from any MacPaint or PICT file. Other graphic formats may be brought in through the clipboard. Once the graphic is imported, it can be moved to any location on the page or re-sized to any dimension. It can even be scaled proportionally. A "cropping" feature allows you to trim off those parts of the graphics picture that are not required, thus saving space in the document. A "Hand" option is also available for interior positioning of the picture within the frame.

Starting RAGTIME

1. Boot your Macintosh 512K or Macintosh Plus with a system disk. RAGTIME cannot be used on a Macintosh with 128K, and the demo disk does not have a system.

2. Insert the demonstration disk directly into a disk drive.

3. Double-click on the disk icon. Then double-click on the RAGTIME icon. The Page Layout Option, an untitled document and blank page will automatically appear:



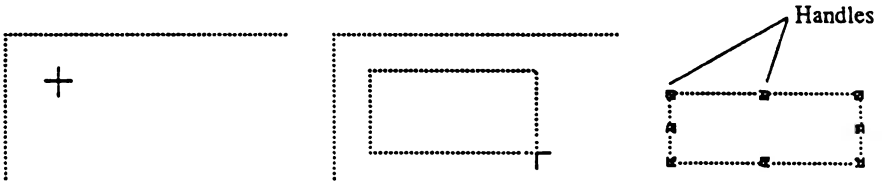
Page Layout is one of four RAGTIME Options. The others are Text, Spreadsheet and Pictures.

Drawing Frames

1. Notice the Draw-a-frame icon in the far left of the Option.

2. Click on this icon, release the mouse button and move the cursor back onto the page. The cursor will change into a small cross. With this cross you can draw frames. Frames can contain either text, spreadsheet, or picture information. They can be arranged in any position on the page. (Note: Frame borders cannot overlap.)

3. To draw a frame, position the cross on the page and press the mouse button down. With the mouse button pressed, drag the mouse at an angle. When the desired size is reached, release the mouse and a frame will appear with its own set of handles.

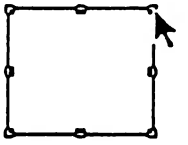


4. Using the cross, draw a single frame on the page. Once the frame is finished, click on the draw-a-frame icon once again and draw two more frames:

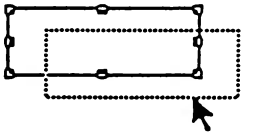
   As you draw the frames, notice the dimensions shown in the panel below the Option. These dimensions refer to the actual frame size (Height and Width) as well as the vertical and horizontal placement of the frame on the page (Mouse X and Mouse Y co-ordinates).

Width	Height	Mouse X:	Mouse Y:

5. To re-size a frame, place the arrow cursor on the handle, press the mouse button down and drag to the desired position. To reposition the frame, place the arrow cursor on the frame border, press the mouse button down and drag to the new position.



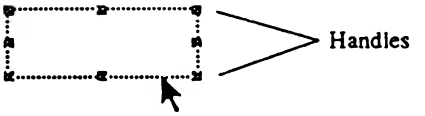
To re-size a frame, drag handle.



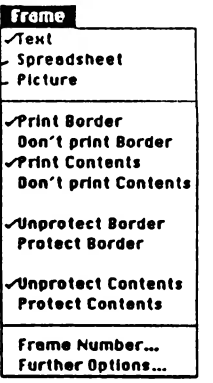
To re-position a frame, drag border.

Working with Text, Spreadsheets, or Pictures

1. The first time a frame is drawn, it is a text frame. To change the frame type to spreadsheet or picture, place the arrow cursor on the frame border and click the mouse so that the handles appear.



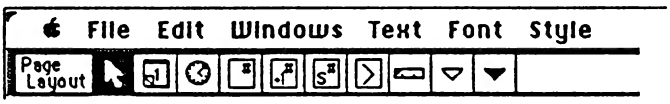
Then, pull down the Frame menu and select either Spreadsheet or Picture.



As soon as you release the mouse button, the frame type will be changed to your specification.

2. To use any frame, all you do is click inside it. This automatically changes the Option Bar (shown at the top of the screen) and allows you to enter information accordingly.

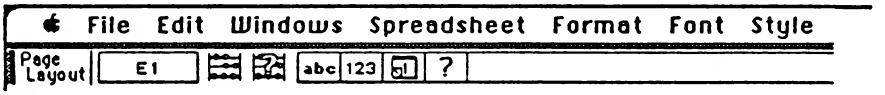
Text Option



This is a text frame.

Click inside a text frame, and a blinking cursor will appear. All word processing functions are now available as shown in the Text Option Bar at the top of the screen.

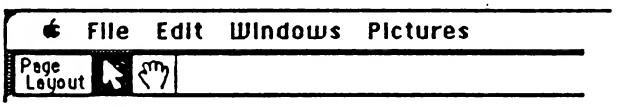
Spreadsheet Option



	A
1	123
2	456
3	789

Click inside the Spreadsheet frame, and a cursor in the shape of a plus sign will appear. To enter spreadsheet information, click on the appropriate cell. All Spreadsheet functions are now available as shown in the Option Bar.

Picture Option



Click inside the Picture frame, and the interior of the frame will become gray. You can now import any MacPaint or PICT formatted graphics picture into your document. The graphics can then be re-sized, scaled, repositioned, or cropped to suit your needs.

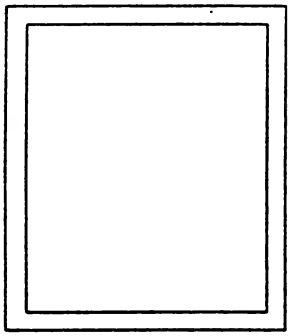
Page Layout

To return at any time to the Page Layout Option from any of the other Options, merely click on the Page Layout icon; or, click on the frame border with the arrow cursor.

Creating your own Pages

Any page created with RAGTIME is designed with the use of "frames." Once drawn, frames can be positioned anywhere on the page where text, spreadsheet or pictures are required.

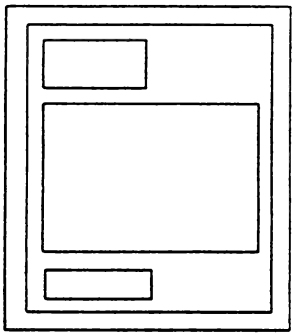
Starting with the Untitled document page, draw several text frames as if you were going to create a letter to a friend. Include a frame for the heading, a frame for the body of the letter, and a closing. Click inside any frame and you can begin entering text.



Start with a single page. Draw frames and place them where you would like to see the text, spreadsheets, or pictures.

As you are typing your letter, remember that you can return to the Page Layout Option as often as you like to change the design of the page. This can be done very easily as you work. Merely click on any frame border and the frame handles will appear, allowing you to resize or move any frame. To return to entering Text, click inside the text frame.

Refer to the previous section on "drawing frames" for how to re-size or move frames. (Note: frame borders cannot overlap). If you wish, frames can be drawn within other frames.



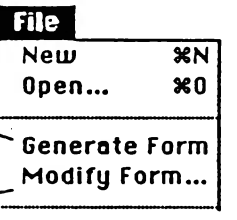
Change the layout of the page as often as you like at the same time as you are working inside the frames.

To view the entire page, pull down the Windows menu and select Show Pages. With the Show pages feature you can see the full page on a reduced scale. You can work on this level if you wish to adjust the layout. To return to the actual size, pull down the Windows menu again and select Actual size.

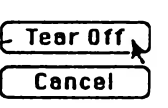
Using Forms

A single page (or multiple page document) can be saved as a form. Forms are a very useful feature. They allow you to use the same layout again and again, at the same time letting you change the layout to fit your current needs.

For example, to generate a form from the letter you created, pull down the File menu and select Generate Form. The letter will be made into a form which you can then save just as you would a normal document. If you wish to make changes to the original form later on, pull down the File menu and select Modify Form.



To use that same form page once it has been saved, pull down the File menu and select Open. When the dialog appears, select your form. Then click on the Tear off button. Once selected, the form page will appear on the desktop as an open document.



Spreadsheets

Frequently, business and scientific presentations require the mixing of numeric information directly with text and graphics for reports and presentations. RAGTIME's spreadsheet is capable of many of the most sophisticated calculations required by professionals. Plus, it is easy to integrate these formatted numbers onto any page with text and graphics.

The page that you are currently reading was created with RAGTIME. Imagine for a moment that it is a financial report where you must mix details of the company's operations along with a profit and loss statement for the first quarter of the year. The spreadsheet can be updated and the text entered in your report at the same time just by clicking inside the appropriate frame.

Fonts, styles and point sizes can be mixed on a cell by cell basis.

	January	February	March	Total
Revenue	$24,680.00	$27,540.00	$29,760.00	$81,980.00
Overhead	$5,600.00	$5,200.00	$6,100.00	$16,900.00
Materials	$5,700.00	$6,590.00	$7,480.00	$19,770.00
Advertising	$4,850.00	$4,030.00	$4,390.00	$13,270.00
Total Costs	$16,150.00	$15,8[illegible]		$49,940.00
Profit	$8,530.00	$11,720.00	$11,790.00	$32,040.00

Great work!!!

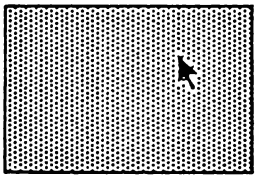
Use the Open command in the File menu to select the document entitled "Profit & Loss." Click on any of the cells to activate the Spreadsheet Option and experiment with the different menus. Change the numbers to watch the spreadsheet recalculate. Notice that an extra frame has been placed on top of the spreadsheet with the words "Great work!!!". The ability to place frames within frames is called "nesting" and is one of RAGTIME's unique features.

Scroll halfway down the page, click inside the text frame and enter text. You can choose to work in any frame on a page, regardless of type, simply by clicking in that frame.

Pictures (Graphics Management)

RAGTIME can import any MacPaint or PICT formatted graphics picture. Once the picture is automatically placed into a frame, it can be positioned within the frame itself using the "Hand" feature, re-sized proportionally, or placed anywhere on the page (even within another frame).

Assume that you were creating a flyer for an antique car show and wanted to bring in a picture of your favorite model.



1. Draw a new frame or click on the border of an existing frame so that the handles are showing. Pull down the Frame menu and select **Picture**. Click inside the frame so that the interior becomes gray.

2. Pull down the Pictures menu and select **Open Picture**. When a dialog appears listing the various graphics pictures on your disk, select "Car." The car will automatically be placed into the frame, sized to fit the existing frame dimensions.

To use the "Hand" for placement of the picture within the frame, pull down the Pictures menu and select **Clip to fit**. Then click on the hand icon located in the Option. YOU CANNOT DRAG THE ICON. Release the mouse button. As you move the cursor back onto the picture, the cursor will change into a hand. Press down on the mouse button as you move the mouse, and the picture will

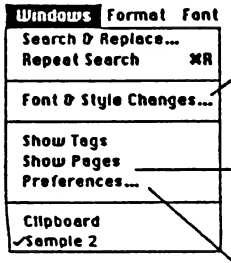
slide beneath the borders of the frame.

To re-size a picture proportionally, first pull down the Pictures menu and select Size to fit. Place the arrow on a corner handle of the frame and press the mouse button so that the cross appears. Hold the mouse button down. Then, press the Shift key down and hold it down. As you move the mouse, the frame and picture will be re-sized proportionally. Release the mouse button and Shift key when the desired dimensions are reached.

To reposition a picture on the page, click on the frame border containing the picture. Once the handles appear, you may drag the frame by its border to the new location.

Special Features

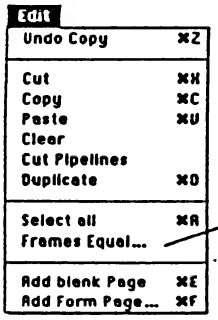
RAGTIME documents can be as long as 350 pages. This opens up a wide range in terms of the types of documents you can create; it also allows you to mix the page formats in any combination. To add a page to your current document, pull down the Edit menu and select **Add Blank Page**. To add a form page, pull down the Edit menu and select **Add Form Page.**



RAGTIME allows you to change fonts and styles on a global basis or in a specific frame or pipeline. To see this dialog, click inside a text frame to activate the Text Option at the top of the screen, then pull down the Windows menu and select **Font and Sytle Changes.**

Select **Show Pages** to see your page on a reduced scale. RAGTIME allows you to work on this scale if you wish. All features are available except for data entry into a spreadsheet. If you wish, you can split the screens (see next page) and work on this level as well.

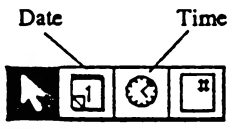
Also under the Windows menu is a feature called **Preferences** that lets you set the scale on rulers and other measuring devices to inch, centimeters, points, or picas. The starting page number for a document can also be set from this dialog.



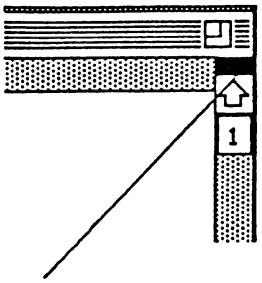
Click on a frame border with the arrow cursor so that the handles appear and the Page Layout Option shows at the top of the screen. If you pull down the Edit menu at this time, you will see the selection entitled **Frames Equal.**

Frames Equal permits you to re-arrange (throughout the document) the size and/or positioning of those frames that were created with the same frame number and frame type. (Frames Equal is most effective when a form has been used to add the pages to a document.)

An example of how Forms Equal is used is included on your demo disk under the name "Frames Equal Demo." Here is a series of ten pages, created by the use of a single form. Open the document to page 1. Click on any frame border to make the handles appear and then make some change to the frame (i.e., change its size or border thickness, drag to a new location, etc.) Then, while the handles are still showing, pull down the Edit menu and select **Frames Equal.** A dialog will appear where you can choose to repeat the changes made on the first page to the remaining pages in the document. Make your selection, then scroll through the document to see the results.

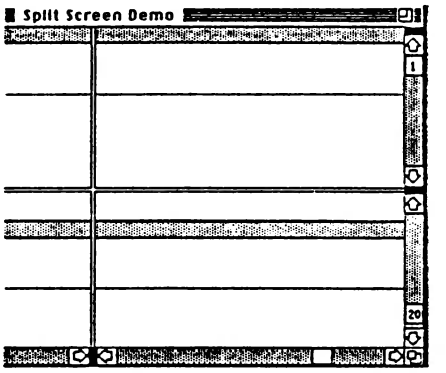


NOTE: The time and date shown in the Frames Equal Demo are treated as individual characters. As such, their font and style can be changed like any other character. However, the actual time and date displayed cannot be edited. Time and date are movable icons and are located in the Text Option. They are inserted into text by clicking on the icon, releasing the mouse button, then placing the icon where you wish the time or date character to be.



Drag this black rectangle downward to create a single horizontal split screen.

Split screens are a unique RAGTIME feature that permit you to divide or "split" the screen into several horizontal and vertical panes. Once split, you can independently scroll and work in those separate panes. When the panes represent different pages (e.g., pages 1 and 20), you can even draw pipelines or drag frames from one pane to another.



To split a screen, drag the black rectangle located either in upper right or lower left hand corners of the window. A separate scroll bar will appear for each pane, allowing you to view and edit the contents of that pane on an individual basis. Open the document entitled "Split Screen Demo" to see how you can work on page one and page 20 simultaneously.

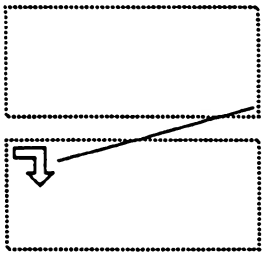
Pipelines

RAGTIME's pipeline feature allows you to connect text frames on a single page or text frames located between pages. Once a pipeline is installed, text automatically re-flows between the frames as you edit. To draw pipelines, follow these steps:

1. Choose any two text frames on the page where you are working. If you want to connect text frames between pages, pull down the Edit menu and select **Add Blank Page.** (A single Ragtime document can contain up to 350 pages.)
2. Change to the Page Layout Option by clicking on the Page Layout icon.

3. Click on the "pipeline" icon located in the Page Layout Option.

   YOU CANNOT DRAG THE ICON. Release the mouse button. Move the cursor back down to the page and the "pipeline pencil" will appear:



4. While you continue to hold down the mouse button, position the pipeline pencil anywhere in the first frame. Press the mouse button down. Draw (or drag) the pipeline to the second frame. Release the mouse button.
5. Now, text between the frames will flow and adjust automatically, even with editing. To show this feature, draw two small text frames and connect them with a pipeline. Click inside the first text frame, then pull down the Text menu and select **Text Import.** When the dialog appears, open the document entitled "Ragtime Text." The text will flow through the pipeline. Cut a sentence from the text in the first frame and watch the text adjust.

The Newsletter Made Easy

RAGTIME is the first integrated program that allows you to use so many tools simultaneously. With RAGTIME, you spend more time creating... and less time "co-ordinating." You concentrate on the finished product from the very start.

On each and every page, you can mix text, spreadsheet and pictures in any combination. Not only can you mix them, you can choose any frame and work in it with merely a click. For example, assume that you were creating a Newsletter (final product shown on page 11). Follow the instructions to see how easy it really is!

1. Pull down the File menu and select **Open.** When the dialog appears, select "Newsletter." Since the newsletter is a form, the Open button will change to **Tear off.** Click on the

Tear off button and a copy will appear on the desktop. Notice that some parts of the newsletter have already been completed while others have been left open. The open areas have been created to help illustrate the following:

- How text is imported and frames are pipelined.
- How text in a pipeline automatically flows when edited.
- How rulers are used to format text so that it flows around a picture.
- How to import a graphics picture.
- How spreadsheets are linked and integrated right onto the page.

2. **How text is imported and frames are pipelined.** Click inside the far left column in the frame above the postage stamp depicting El Escorial. A blinking vertical bar will appear. Pull down the Text menu and select **Text import.** (RAGTIME can import or export any "text only" file. Normally, the fully integrated word processor allows you to create text on screen at any time as you work.) Two "text only" files have been created for use with the newsletter. Select the file entitled "Spain" and click on the Open button. The text will automatically flow into the first frame.

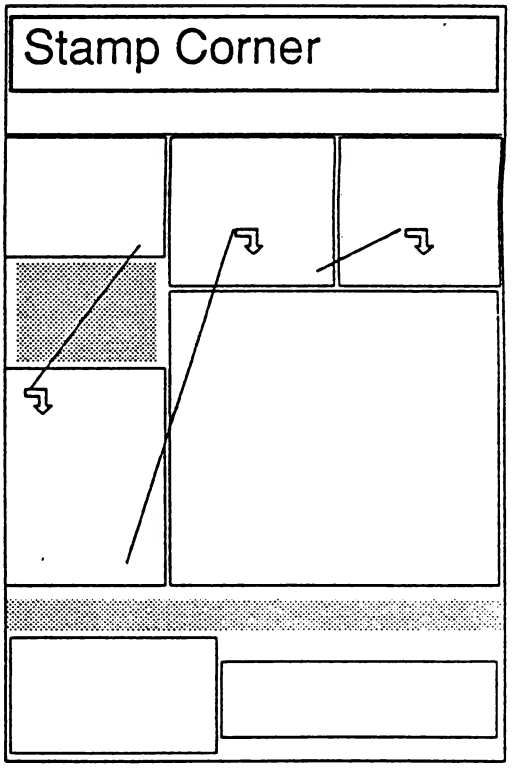
Text overflow marker

Notice the text overflow marker at the bottom of the frame, indicating that the frame is not large enough to accomodate the text. To continue the pipeline to the next frame, click on the Page Layout icon and then click on the pipeline icon.

Using the "pipeline pencil," draw your pipeline from the first frame, across the graphics picture, to the next text frame in the column.

When the mouse is released, the text will flow automatically from one frame to the next. (For more details on pipelines, see the section on page 10.)

Now draw two more pipelines, just as you did the first time to the other empty text frames, so that the text flows evenly between all three columns. (See page 11 for final results.)



3. **How text in a pipeline automatically flows when edited.** The great advantage of pipelines is that they automatically adjust the text with editing. Click anywhere in the middle of the first text frame and begin pressing the backspace key. Notice how the text in the other frames adjust. If you add a new sentence, the text will move forward through the pipeline.

Stamp Corner Newsletter

VOL. 1, NO. 5, September 15, 1987

Spain's Rich History Revealed

For centuries, the favorite subjects of the Spanish people have been their castles and monarchs. Both are revealed in a rich philatelic history that is as colorful as it is informative.

Many of Spain's romantic fortresses are located throughout the

Iberian peninsula. Not surprising, since the country had been a series of armed camps during most of its existence. At one time or another, Greeks, Romans, Visigoths and Arabs all fought for certain areas. Many of these conquerors built lasting fortresses.

The Moors built a castle at Coca, which is considered to be the finest building of its type extant. It appears on a 1967 5-peseta stamp. In addition to the castle at Coca is Segovia's Alcazar. The 15th century structure sits on a hilltop and may be the most photographed castle in all of Spain. Parts of it were destroyed in a fire and rebuilt in the nineteen century. A 1-peseta 1964 stamp serves as a commemorative.

Perhaps the most awesome of Spain's buildings is not a castle. A monestary made of gray granite, El Escorial is one of the world's greatest attractions. Commissioned by Phillip II, in 1557, it took over two decades to complete. El Escorial is now a museum furnished with priceless works of art. The building was designed by Juan de Herrera. Both architect and building appear on a 1973 stamp.

Cervantes' *Don Quixote* serves

Continued on Page 8

Lippman: A Collector's Item

Fresh out of Harvard in 1910, Lipmann began his career as the editor of *Everybody's Magazine*. Subsequently, he helped found the *New Republic* magazine in 1914. Later, he moved to the *New York World* where he became editor. He was awarded the Pulitzer Prizes in 1958 and 1962.

His work was scholarly. He appraised situations calmly. Upon Lippman's death in 1974, President Ford noted that Lippman had "played a major role...in shaping a new standard of journalism."

Walter Lippman's career spanned 20 years, in which time he wrote over 20 books and thousands of newspaper columns. He was considered by many to be the dean of 20th century American political journalists.

His words were notable and often prescient. In 1961 he wrote: "I don't think old men ought to promote wars for young men to fight."

Possessed of great insight, Lippman clarified political questions for the average citizen to understand. His readers included business leaders, statesmen and Presidents.

Dealers, Put Us in Your Corner

DISPLAY AD RATES

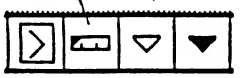
When cash payment is made, NET rates are available. Or, if payment is made by the 15th of the month the same rates apply. If you are a bonafide ad agency, recognition will be granted. But no additional discounts will be allowed.

	1-Time		3-Time	
Ad size	NET	Gross	NET	Gross
1/8	$31.50	$45.15	$27.30	$38.85
1/6	$42.00	$57.75	$38.85	$47.25
2/3	$94.50	$121.80	$88.20	$110.25
Page	$283.50	$312.90	$245.70	$257.25
Multiple Page	$278.25	$301.35	$269.85	$265.65

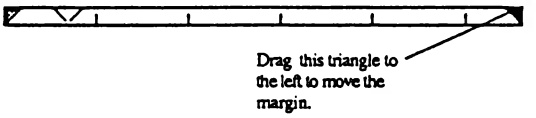
4. **How rulers are used to format text so that it flows around a picture.** Click inside the text frame located below the headline: "Lippman: A Collector's Item." Pull down the Text menu, select **Text import**, and then click on the file entitled "Lippman." Text will automatically be imported into the frame.

   In the case of this article, however, we want to include a picture of the postage stamp being described. To do so, we must insert two rulers so that the text can be formatted.

Ruler icon



   Click inside the frame so that the Text Option appears at the top of the screen. Next, click on the ruler icon. YOU CANNOT DRAG THE ICON. Release the mouse button. Move the cursor back down to the page and a small ruler icon will move with it. Place this icon over the sentence that reads, "His work was scholarly" and click the mouse. A ruler will be placed on the line of text. Click on the ruler icon again and place the next ruler on the sentence that reads, "His words were notable and often prescient." Notice that in the far right end of the ruler is a small black triangle that represents the right margin.



   Place the arrow cursor directly on the right margin triangle located in the middle ruler on the page, press the mouse button down and drag the ruler to the left until it reaches 2.83 inches; then release the mouse. The text between the rulers will adjust to the new setting. (To hide the rulers, pull down the Text menu once again and select **Hide Rulers.**)

   Now, click on the Page Layout icon. Draw a frame in the blank area created by the change in ruler margins. With the frames handles still showing, pull down the Frame menu and select **Picture.**

   Click inside the picture frame so that it becomes gray, and then pull down the Pictures menu and select Open picture. When the list of pictures appears, select "Lippman Pic."

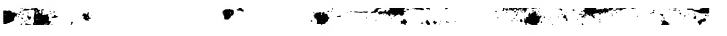
5. **How active spreadsheets can be integrated right onto the page.** Scroll to the bottom of the newsletter page and locate the spreadsheet containing the ad size and pricing information. Just below this spreadsheet is another spreadsheet containing a cell for percentage increase or decrease.

Increase +/-	5%

   Click twice inside the cell with the number and then enter a different percentage (e.g., .07 for 7 percent). Now press the return key. Notice that the figures inside the larger spreadsheet adjust automatically. Mulitple spreadsheets can be linked within the same document, and RAGTIME's ability to handle spreadsheet calculations along with text and pictures makes for a powerful combination of tools. (NOTE: Since this frame has been designated as non-printable by RAGTIME, it appears only on your screen and not in the newsletter example on page 11.)

IV. Additional Uses for RAGTIME

In addition to the Newsletter, Profit & Loss, and Car samples used above, RAGTIME has a wide variety of applications. Brochures, handbooks, business forms, financial reports and presentations of all kinds can be handled with ease.

InfoMagic Australia
PO Box 131
Eastwood NSW 2122

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